

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 13-71

27 July 1971

To: All Training Officers of the Agency

## PERFORMANCE APPRAISAL WORKSHOP

The Performance Appraisal (PA) Workshop is designed to:

- (1) Impress the participants with the importance of PA as a managerial tool,
- (2) Provide participants with current Agency policy guidance,
- (3) Provide a variety of approaches which can increase the rater's objectivity and decrease trends toward escalation in ratings,
- (4) Clarify the function of the narrative segment of the Fitness Report and the utility of the interview.

This one-day workshop will emphasize the exchange of experience and opinions among participants and the discussion of the merits of different strategies to overcome barriers to effective PA. A wide range of reading on theory and research concerning PA is made available.

PLACE Chamber of Commerce Building, Room 236

PREREQUISITES The Supervision or Management courses or the new course, Fundamentals of Supervision and Management. The participants in this workshop will find it valuable to call upon the substance of the prior training.

REGISTRATION Limited to 24 students, no fewer than 18 students. Form 73 (Request for Internal Training) should be sent to OTR/ISS/AIR, Room 832, 1000 N. Glebe Road.

ADDITIONAL INFORMATION This workshop will be offered twice this fall and will occupy portions of the weeks initially scheduled for the Management course, which has been discontinued. (See OTR Special Bulletin #12-71.) Distribution of pre-course work is being completed. Registrations close on the dates noted below.

This document is part of an integrated file. If separated from the file it must be submitted to individual systematic review.

(Over, please)

GROUP 1  
Excluded from automatic  
downgrading and declassification

<u>Course Dates</u>	<u>Close of Registration</u>
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Tues., 21 Sept	3 Sept
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Tues., 9 Nov	22 Oct
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Registration Information: OTR/ISS/AIR, Ext. 2365.  
Course Information: OTR/SUS/MTF, Ext. 2826.

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